



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

INFORMATION MEMORANDUM
WAP-IM-2004-008

TO: WAP and HEARTWAP Subgrantee Executive Directors
WAP and HEARTWAP Subgrantee Energy Directors

FROM: Ken Rauseo, Deputy Director
Community Services Unit

SUBJECT: **MANDATORY WAP CONTRACTOR PROCUREMENT**

DATE: February 17, 2004

All U. S. Department of Energy (DOE) Weatherization Assistance Program subgrantees **must complete** an open, fair and competitive Contractor Procurement no later than July 1, 2004. The contract period associated with this procurement will be July 1, 2004 thru June 30, 2006. To insure that adequate time is available to complete all aspects of the Request for Proposal (RFP) and contractor selection process, newspaper advertisements must be placed no later than May 14th.

Please pay special attention to the increased minimum insurance coverage mandated for all WAP and Heartwap contractors.

As a reminder for HEARTWAP subgrantees, the Contractor Procurement for HW must be completed no later than October 1, 2004. The contract period associated with the HW procurement will be October 1, 2004 thru September 30, 2006. DHCD will send out a memorandum concerning the HEARTWAP Contractor Procurement at a later date.

Should you have any questions regarding the WAP Contractor Procurement process, please feel free to contact me at (617) 573-1431.

ATTACHMENT: WAP/HEARTWAP Contractor Procurement Guidance

